

CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-125
TRANSPORTATION DEPARTMENT		
Item No.	Description	Retention
1.	Correspondence Files Miscellaneous letters, memoranda, studies, reports, directives, policies and receipts. Court requests for references or for complaint purposes.	Screen annually and destroy the material that is no longer needed for business. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2.	Grant Application and the Grant Grants, request for monies for the improvement of buses and other related safety measures.	Retain for life of the grant, plus three years and audit requirements, if any, met.
3.	Taxicab Owner and Taxicab Driver Permits Taxicab owner's permits and taxicab driver's permits with attachments, including drug testing information and court dispositions.	Retain indefinitely while current and active; three years after termination, destroy.
4.	Pedicab Permits Pedicab applications and attachments.	Retain indefinitely while current and active; three years after termination, destroy.

<i>D. Mathrad</i>	<i>2/2000</i>
Department Director	Date
<i>P. Bamber</i>	<i>3/10/00</i>
City Clerk	Date
<i>Edward C. Saperstein</i>	<i>APR 27 2000</i>
Schedule Approved by State Archivist	Date

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY PAGE <u>1</u> OF <u>4</u>	
1. Department ANNAPOLIS DEPARTMENT OF PARKING & TRANSPORTATION		2. Division PARKING		3. Unit TICKET FINE SECTION	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title TRAFFIC VIOLATION CONTROL SHEETS				5. Earliest Year/Latest Year <u>1994</u> to <u>1997</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) COLLECTION OF COMPUTER PRINTOUT SHEETS FOR EACH DAY OF THE MONTH/YEAR ON TICKETS PAID, TICKETS ADJUSTED, TICKETS WRITTEN, TICKETS GOING TO COURT					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ <u>COMPUTER PRINTOUT SHEETS ON ALL TICKETS ON A DAILY, MONTHLY, YEARLY FORMAT</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ <u>ALL ABOVE</u>		9. Volume <u>Number</u> <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) <u>4 BOXES PER MONTH</u>	
		10. Annual Accumulation <u>Number</u> <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) <u>48 BOXES PER YEAR</u>			
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) MAIN BLDG, 2ND FLOOR, PARKING SERVICES			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, MAIN FRAME IN NY		
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) & regulations) CITY ORDINANCES, STATE ORDINANCES			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No DAILY, MONTHLY, YEARLY IBM COMPUTER AND PRINTER			18. Recommended Retention 3 YEARS		
19. Name and Title of Preparer MARJORIE M. GEAGLONE, SUPERVISOR OF PARKING SERVICES					
20. Telephone Number (410) 263-7964				21. Date 02/28/97	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
				PAGE <u>2</u> OF <u>4</u>	
1. Department Annapolis Parking & Transportaion		2. Division Parking Fine Section		3. Unit Ticket Fine Section	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Ticket Retention Files				5. Earliest Year/Latest Year <u>1994</u> to <u>1997</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Copies of hand written tickets that are filed for court references or for complaint purposes					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ <u>2part written tickets in a daily, monthly, yearly format</u> _____ _____ _____ _____ _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ <u>Daily, monthly, yearly</u> _____ _____ _____		9. Volume <input type="checkbox"/> File Drawer(s) <u>12</u> file drawers <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____ 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <u>4</u> drawers per yr. <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>3</u> _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) MAIN BLDG, 1ST FLOOR, CASHIER ROOM			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, MAIN FRAME IN NY		
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) & regulations) CITY ORDINANCES, STATE ORDINANCES			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No DAILY, MONTHLY, YEARLY IBM COMPUTER AND PRINTER			18. Recommended Retention 3 YEARS		
19. Name and Title of Preparer MARJORIE M. GEAGLONE, SUPERVISOR OF PARKING SERVICES					
20. Telephone Number (410) 263-7964				21. Date 02/28/97	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY PAGE <u>3</u> OF <u>4</u>	
1. Department Annapolis Parking & Transportation		2. Division Parking Fine Section		3. Unit Ticket Fine Section	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title MISCELLANEOUS RETENTION FILES				5. Earliest Year/Latest Year <u>1994</u> to <u>1997</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies of miscellaneous letters, receipts, court dispo. court requests for references or for complaint purposes					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ <u>daily, monthly, yearly format</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ <u>Daily, monthly, yearly</u>		9. Volume <input type="checkbox"/> File Drawer(s) <u>8</u> file drawers <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____ 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <u>2</u> drawers per yr. <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>3</u> _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) MAIN BLDG, 2ND FLOOR			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes,		
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) & regulations) CITY ORDINANCES, STATE ORDINANCES			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No DAILY, MONTHLY, YEARLY IBM COMPUTER AND PRINTER			18. Recommended Retention 3 YEARS		
19. Name and Title of Preparer MARJORIE M. GEAGLONE, SUPERVISOR OF PARKING SERVICES					
20. Telephone Number (410) 263-7964				21. Date 02/28/97	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
				PAGE <u>4</u> OF <u>4</u>	
1. Department Annapolis Parking & Transportaion		2. Division Parking Fine Section		3. Unit Ticket Fine Section	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title RESIDENTIAL APPLICATIONS PERMIT RETENTION FILES				5. Earliest Year/Latest Year <u>1995</u> to <u>1997</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) COPIES OF APPLICATION FORMS WITH INFORMATION ON PERMIT NUMBERS FOR REFERENCE AND FOR COMPLAINT PURPOSES					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ <u>daily, monthly, yearly format</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) <u>8</u> file drawers <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <u>2</u> drawers per yr. <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) MAIN BLDG, 1ST FLOOR CASHIER ROOM			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes,		
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) & regulations) CITY ORDINANCES, STATE ORDINANCES			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No DAILY, MONTHLY, YEARLY IBM COMPUTER AND PRINTER			18. Recommended Retention 3 YEARS		
19. Name and Title of Preparer MARJORIE M. GEAGLONE, SUPERVISOR OF PARKING SERVICES					
20. Telephone Number (410) 263-7964				21. Date 02/28/97	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORD INVENTORY PAGE <u>1</u> OF <u>1</u>	
1. Department ANNAPOLIS DEPARTMENT OF PARKING & TRANSPORTATION		2. Division ADMINISTRATION		3. Unit TRANSIT DEPT.	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title GRANT APPLICATION AND THE GRANT				5. Earliest Year/Latest Year <u>1996</u> to <u>1997</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) COPIES OF THE ACTUAL GRANTS, REQUEST FOR MONIES FOR THE IMPROVEMENT OF BUSES AND OTHER RELATED SAFETY MEASURES					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ <u>monthly, yearly format</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) 1 FILE _____ 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) 2 OF _____ FILE HOLDERS _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>1</u> _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Yes (s) Number		
13. Current Location(s) (Bldg. Floor, Room) MAIN BLDG, 2ND FLOOR, ADMINISTRATION			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) No <input checked="" type="checkbox"/> Yes, MTA OFFICE, BALTIMORE		
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) & regulations) MTA REGULATIONS FEDERAL REGULATIONS			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 3 YEARS		
19. Name and Title of Preparer MARJORIE M. GEAGLONE, SUPERVISOR OF PARKING SERVICES					
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